



# Memo

To: Mayor and City Council

From: Jeff Ulysse, Acting Director, Community & Economic Development  
Renee Harris, Community & Economic Development Coordinator

Date: September 9, 2024

Re: 2024 Commercial Façade Improvement Program Grant Awards Recommendations

Attachments: All Applications Received - CFI 2024

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The purpose of this memorandum is to provide the Mayor and City Council with a briefing of the applicants recommended for Commercial Façade Improvement Grant Awards for the City's 2024 grant application cycle.

## **Program Summary**

In early 2024, the City issued its twelfth application cycle for the Commercial Façade Improvement Program, which provides Hyattsville business and commercial property owners with competitive 1:1 matching grant awards of up to \$35,000 per building. The City's funding source is the State of Maryland Department of Housing & Community Development's Maryland Façade Improvement Program. The grant funds are eligible to assist with the cost of labor, materials and design, and physical improvements including re-painting, exterior shutters, gutters, windows, siding, doors, masonry, finishes, lighting and signage. The program requires the applicant to provide three (3) contractor bids and the selected projects will operate under a single contract, signed by the contractor, property/business owner, and the City of Hyattsville.

## **Commercial Façade Improvement Program Application – 2024 Cycle**

In April, the application and program guidelines were posted to the City website. The City received numerous inquiries and a total of six (6) applications from commercial property owners and tenants. One application was withdrawn before the review process.

## **Commercial Façade Review – Application Review & Analysis**

The City received a total of six (6) applications submitted by six (6) different applicants. Copies of each application and materials were distributed to Staff including the following individuals:

- Jeff Ulysse, Acting Director and City Planner, Community & Economic Development

- Renee Harris, Community and Economic Development Coordinator, Community & Economic Development
- Krissi Humbar, ARPA Specialist of Contracts, Grants, and Audits, Department of Finance
- Shakira Louimarre, Race & Equity Officer, Administration

Members were asked to review and evaluate the applications independently prior to meeting as a group. Each member of the Review Panel was asked to evaluate the applications based on the following criteria:

- Completeness of Grant Application (incl. copy of W-9 form, graphic renderings of proposed work, 3 contractor quotes)
- Intent of work to be performed (Accessibility, code compliance, aesthetics, etc.)
- Private investment leveraged
- Economic revitalization impact (removal of blight, job creation potential)
- Project readiness, which demonstrates the applicant's ability to deliver the façade project consistent with program guidelines.

Application evaluations were completed on September 5, 2024. Staff discussed their individual evaluations of each application and proposed façade improvements. Full applications for each of the locations are attached.

#### **Recommendation & Actions**

Each of the applicants at the subject properties have proposed utilizing the City's Commercial Façade Improvement Program (CFI) along with their own private equity to improve the conditions of the property.

The CFI program currently has \$125,000 in uncommitted funding. Staff is recommending the following approval and authorization to the Mayor and City Council (see next page):

Lead Contact	Organization Name	Property Address	Scope of Improvements	Private Equity	Grant Request	Recommended Award	Project Total
Susie Rhabb	5126 Baltimore LLC	5126 Baltimore Avenue, Hyattsville, MD 20781	Exterior painting, trim and lighting	\$6,000.00	\$6,000.00	\$6,000.00	\$17,825.00
Meagan Baco	Anacostia Trails Heritage Area	4318 Gallatin Street, Hyattsville, MD 20781	Replacement of doors, window shades, install new retractable awning	\$12,000	\$12,000	\$12,000	\$24,000
Aimee Olivo	Art Works Studio School Inc., dba Art Works Now	4800 Rhode Island Avenue Hyattsville, MD 20781	Power washing, prep, repairing, painting building; moving dumpsters; installing concrete bollards	\$12,500	\$12,500	\$12,500	\$25,322
Leisa Standish	Hyattsville Community Center (owned by Hyattsville SDA Church Potomac Conference)	4807 42nd Place Hyattsville MD 20781	Painting; repair to stone work, entry + windows; exterior lighting; repair and replace fence; signage; mural	\$54,800	\$35,000	\$35,000	\$89,800
Kayleigh Kulp	Mt. Hermon Lodge Preservation Project LLC	4207 Gallatin Street Hyattsville MD 20781	Restore blocked window openings with new, period windows, and restore existing original windows	\$35,000	\$35,000	\$25,000	\$260,000
<b>TOTALS</b>				<b>\$120,300</b>	<b>\$105,000</b>	<b>\$90,500</b>	<b>\$416,947</b>

Work on all projects is scheduled to take place immediately upon execution of a contract and issuance of Notice to Proceed. Project shall be scheduled to be completed no later than June 30, 2025.

Staff is requesting that this item be scheduled for discussion on **September 16th, 2024** and consideration that this item be approved at the same meeting, provided the Mayor and Council are satisfied with the proposed recommendations. If the Council would like additional time to discuss the item, it should be placed on the action agenda for **October 7th**.

Staff is recommending the Council’s consideration of the following motion:

"I move that the Mayor and Council approve 2024 Commercial Façade Improvement Grant awards for façade improvement projects at the following commercial properties:

- 5126 Baltimore Avenue: \$6,000
- 4318 Gallatin Street: \$12,000
- 4800 Rhode Island Avenue: \$12,500
- 4807 42nd Place: \$35,000
- 4207 Gallatin Street: \$25,000."